

VILLAGE OF EAGLE PERSONEL AND FINANCE COMMITTEE MEETING

MINUTES (Unapproved)

Call to Order/Open Meeting Law requirements: R. Spurrell called the meeting to order at 6:30 pm on September 11, 2013. Open meeting law requirements were confirmed as being met.

Roll Call: L. Neuburg, P. Jones and R. Spurrell were all present. Also present was D. Sterzinger the Village Treasurer.

Approval of previous meeting's minutes: Motion by P. Jones to approve the minutes from August 1, 2013. Motion seconded by L. Neuburg. Motion carried all in favor (3 – 0).

Public Comment: There was no public comment.

Discussion/consideration of revising employee evaluation forms: R. Spurrell handed out a draft of a self evaluation form for the Village of Eagle to incorporate into the performance evaluation form currently being used. The draft was reviewed and some edits were made. Motion by L. Neuburg to submit to the Village of Eagle Board for approval. Motion seconded by P. Jones. Motion carried all in favor (3 – 0).

Discussion of 2014 budget : R. Spurrell distributed a budget spreadsheet, the changes made were reviewed. After going through the complete budget the discussion shifted to what to budget for the Village of Eagle office staffing and the staffing model.

Discussion of office staffing model: R. Spurrell distributed a comparison sheet of the current 2 part time employees versus 1 full time employee with a minimal hours per week part time help. The comparison should both scenarios to be relatively equal in terms of expense. Motion by L. Neuburg to recommend to the Village of Eagle Board to proceed with budgeting for a fulltime employee for the Village office with minimal hours per week part time help. Motion seconded by P. Jones. Motion carried all in favor (3 – 0).

Adjournment: Motion by L. Neuburg to adjourn. Motion seconded by P. Jones. Motion carried all in favor (3 – 0). R. Spurrell adjourned the meeting at 7:47 pm.